

Continuous Monitoring and Enhancement (CME) Module Evaluations

Module self-evaluation area is accessed via one of the following routes:

- **Internal staff:**

- a) Module leader dashboard (for module leaders):

Click the 'Go' link in the 'CME Self Evaluation' column. This will go to the module search results screen in the module evaluation tool:

Module Team Section
Welcome

My Modules	Ref/Def/FMA Students	Upcoming Boards Marks Detail	Students on My Module		
My Modules This section contains links to module resources/reports for those you are currently flagged as a module team					
Catalog Nbr	Module Title	Module Verification	CME Self Evaluation	Moderation Site	Marks Export Tool
4002	Intro	Go >>	Go >>	Moderation	Go >>
4003	Academic	Go >>	Go >>	Moderation	Go >>

- b) Other staff (Directors of School / other staff assigned module actions):
Reporting tab > CME > Module Self Evaluation tool:

Home	Favourites	Business Intelligence	Data Quality	Reporting	Self Service Reporting	
Academic Structure	CME	Collab CME	Electronic Results	Performance Indicators	Standard Reports	Student Circumstances

Select either CME for internal, or Collab CME for collaborative. This will take the user to the Programme CME homepage. A link to the module evaluation tool is on the right of this screen (see next page).

- **Collaborative staff:**

The homepage contains a link to the Programme CME area along the top menu bar, and a direct link to the Module evaluation area within the Resources list:

Home	Core Reports	C.M.E.	Marks Export Tool
Collaborative Staff Web Hub Area: Beaconhouse International College Lahore			
Resources Please select an option below, or view a specific section by selecting a tab from the top of the screen:			
<ul style="list-style-type: none"> ▪ Module Mark Verification Tool ▪ Module Statistics By Programme ▪ Module Self Evaluations ▪ Current Term Student Information 	<ul style="list-style-type: none"> ▪ Programme Level Performance R ▪ Student Results Statements/Tran 		

Access to Module Evaluations via the Programme CME area:

Select the **Self Evaluation tool** from the Modules sub menu on the right-hand side of the screen:

Internal Programme CME Admin Area
For guidance on the CME process please go to [Guidance for Continuous Monitoring and Enhancement](#).

s & Action Plans

late the programme reflection and action plan points. Help: [How to use this section](#) | [Why can I see these reports?](#)

Nbr	Status	Programme Management Tool	Reflection and Action Plan	Manage Authors
7	Programme team to complete	Go to Report	Download Action Plan	Edit
5	Programme team to complete	Not open - no module results this term	No ongoing actions	Edit
7	Pre 2022/23 CME process	Go to Report	-	Edit
0	Pre 2022/23 CME process	Go to Report	-	Edit

Programmes:

- Action Plans
- Pre 2022-23 CME's
- Modules:**
 - Self Evaluation tool**
 - Module List
 - Summary per School

Other Options:

- Collaborative v
- Quick Guides v

Module Search:

The status column will indicate if a module requires an evaluation

Status
Evaluation Completed
Final Sign off Required
Please Complete
Please Complete
Grades not Posted

Comments have been saved and evaluation sign off button clicked.

Comments have been saved but the sign off button not clicked. *Further comments can be added if applicable.*

Evaluation required because of performance thresholds

Performance thresholds are met. Please use the space to reflect on module delivery.

Evaluations are only required once grades have been posted. Early comments can be entered in advance of this but the evaluation cannot be marked as complete.

Evaluations are split per programme that the module is taught across. See the status column for any differences in evaluation requirements.

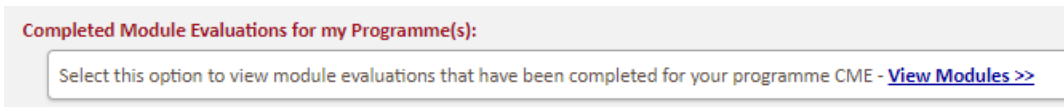
Open the evaluation form for the corresponding programme

Term	Acad Prog	Programme Title	Status	Evaluation Form	Longitudinal Data
2022	401	BSHF.Acc	Evaluation Completed	Go >>	View
2022	417	BAHF.Hu	Final Sign off Required	Go >>	View

Click here to expand the table to view previous year statistics (if applicable)

Programme Team:

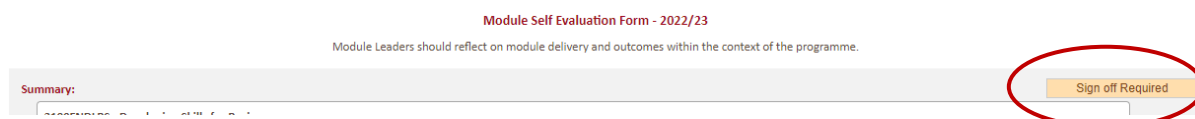
Once the module evaluations are completed by the module leader(s), you will receive automated emails to advise you of this for modules relevant to the programme CMEs that you are responsible for. The list of modules and a link to their evaluation can be accessed here via the module search screen¹:



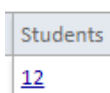
Evaluation Form:

* The module leader is taken from CourseLoop. If this is incorrect, please update CourseLoop. *Depending on the time of day, this may not take effect on the WebHub until the following morning.*

The top right of the evaluation screen will indicate if the form has been completed and signed off, or is still awaiting sign off:



- **Sign off required:**
Comments must be entered into the 'Reflection' area and the 'Send Link to Programme Team' button clicked at the bottom of the screen to confirm sign-off.
- **Evaluation complete:**
Comments have been entered and the 'Send Link to Programme Team' button clicked to inform the programme team.



Numbers / rates underlined are links – these will open popup windows with the list of students the figures are relevant to.

¹ Modules will be listed following the automated email being sent out – this will happen each night.

The 'Measures' table contains the statistics and thresholds used to inform the evaluation²:

Measures:

The 'Comment' column will indicate if a response is required. [Help & Further Information >](#)

Measure	Score	Threshold	Evaluation Status
Overall Statistics			
Mean Mark	53%	55%	Comment Required
Pass Rate	89%	89%	Optional
Pass Rate after referrals	95%	92%	Optional
Assessment Component Mean Marks			
Group Presentation	58%	50%	Optional
Closed Book Examination	52%	50%	Optional
All Components Average	54.9%	N/A	Data included for information
Module Survey Score (see Canvas for full results)			
Overall Satisfaction - Median:	4	Low: 2.5 / High: 4	Comment Required (good practice)
Response Rate:	7.4%	Validity threshold = 15% +	Data included for context
Nbr Responses:	10	N/A	Data included for context

Reflection should contain an evaluation of module delivery, with specific attention to any thresholds that have not been met.

Comments are also required if the top-end threshold for the module survey score is met.

Where thresholds have been met, the Evaluation Status is marked as optional. Therefore, your reflection does not necessarily need to reference these outcomes.

To save your evaluation enter your commentary into the yellow text box and click Save.

Reflection:

Please reflect on the delivery of the module for this cohort. This should include consideration of the performance indicators displayed above.

Compulsory...please enter your comments here (at least 10 characters required).

[Save >](#)

Once your commentary has been saved **click the Sign off button** at the bottom of the screen. This will send an automated email to the programme team to inform them that the evaluation is ready.

Sign-Off Module Evaluation:

Once you have finished entering your comment

[Send Link to Programme Team >](#)

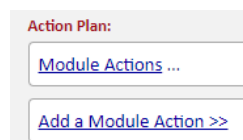
Emails are sent overnight. The programme team will receive an email the morning after this button is clicked.

² Module survey not applicable to collaborative modules.

Notes:

- ❖ Comments can be edited after you have clicked the 'Sign-off' link. You do not need to re-click this. Any further comments entered can be viewed by the programme team.
- ❖ The evaluation cannot be signed off until commentary has been entered and saved³.

Module Action Plans:



Action points are set up against a module – they can be relevant to one or more programmes that the module is taught against.

Click the 'Add' link to fill in the online form (see next page).

Add a New Module Action Point:

Notes:

- ❖ **Status Update & Impact Assessment:**
This section should be used to provide an update on the current progress toward achieving the action. Once the **action has been completed**, please use this text box to provide an assessment of the impact.
- ❖ The programme relevant to this evaluation will be automatically selected when creating an action. Any other programmes listed are there for you to add optionally.
- ❖ If actions necessitate an [amendment](#) to the module description in Courseloop, please start your Proposal within [CourseLoop](#).

³ At least 10 characters must be entered into the text box before it will save.

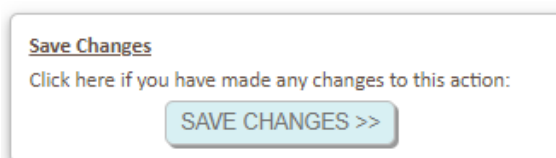
Update a Module Action Plan:

Expand the section to view a list of all actions. Click the Ref Nbr/description to view the full record:



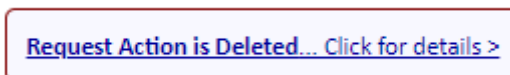
- ✓ Update any of the information, including adding/removing programmes where applicable (*there must be at least 1 programme attached to the module action*).
- ✓ Once the action has been completed, update the 'Status' drop-down box and enter an assessment of the impact.

Make sure to click the Save button if any changes have been made to the record:

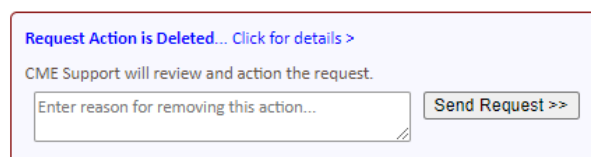


Delete a Module Action:

Expand the action (as above). At the bottom of the record is a delete option link:



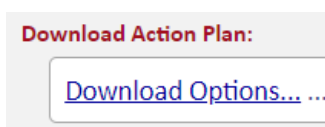
Enter a brief reason why the record should be deleted and click the Send button:



An automated email will be sent to CME Support, who will delete the record from the system.

It is important to retain a record of all valid actions. Completed actions should not be deleted.

Download action plan into Word document:



Select the Download section for options on downloading Ongoing / Completed / All action points for this module.

Downloads will open as a Word document.

- **Module Evaluation**
Download includes the module on programme statistics, reflection and all action plan points.
- **Module Action Plan**
Download includes a list of all action plan points for the module (across all programmes).